

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 13

June 20, 2001

SUBJECT: BOOKING APPROVAL PROCEDURE - REVISED

PURPOSE: Special Order (SO) No. 10, 2000, Booking Approval and Inspection of Arrestees, substantially revised the Department's booking approval procedure in response to recommendations made by the Rampart Board of Inquiry. However, the Consent Decree mandates the inclusion of additional provisions associated with the booking and inspection of an arrestee.

This Order revises sections of SO No. 10 to include the Consent Decree-related procedure and clarifies how telephonic booking advice is obtained from an investigating supervisor.

PROCEDURE:

I. INSPECTION AND INTERVIEW. All persons detained or arrested and transported to a Department facility shall be brought before a watch commander for an inspection and interview. At a minimum, the watch commander shall ask the suspect the following three questions:

- * Do you understand why you were detained/arrested?
- * Are you sick, ill, or injured?
- * Do you have any questions or concerns?

The watch commander shall take appropriate action based upon the results of the inspection and responses to these questions.

Exception: In those rare cases when circumstances preclude an inspection and interview by a watch commander (e.g., medical/absentee bookings), the watch commander shall ensure that the suspect is inspected and interviewed by a Department supervisor who did not assist or participate in the person's arrest or detention. The assigned supervisor shall document the inspection and interview in his/her Sergeant's Daily Report, Form 15.48. Additionally, the watch commander shall document the reason for the exception, including the name and serial number of the supervisor assigned to conduct the inspection and interview, in his/her Watch Commander's Daily Report, Form 15.80.

- II. BOOKING ADVICE.** Consistent with Special Order No. 10, 2000, generally, a watch commander shall ensure that booking advice is obtained from an **on-duty** investigative supervisor from the investigative entity responsible for the follow-up investigation.

Telephonic Booking Advice. When it is impractical to obtain a signature from the **on-duty** investigative supervisor responsible for providing booking advice, the watch commander giving booking approval shall obtain such advice telephonically.

In these cases, the approving watch commander shall write the name of the advising investigative supervisor followed by the watch commander's initials, and place a check in the box titled "Telephonic Advice" on the Booking Approval, Form 12.31.

Note: Generally, booking advice is not required when the investigative entity responsible for the follow-up investigation is **off-duty**. However, an **off-duty** investigative supervisor may be contacted telephonically for advice **only** when the situation involves a serious felony crime, an extraordinary circumstance, or the off-duty investigative supervisor is being compensated for on-call status (e.g., Area homicide call-out team, Officer-Involved Shooting Team, Criminal Conspiracy Section, etc.).

- III. BOOKING APPROVAL.** When providing booking approval, the watch commander shall review each arrest for appropriateness, legality, and conformance with Department policy and procedure. When booking is approved, the watch commander shall complete the Form 12.31 and sign his/her name and serial number in the approving watch commander section of the form.
- IV. ARREST REPORTS.** Consistent with current procedure, the watch commander or a supervisor designated by the watch commander shall review all reports related to the arrest for appropriateness, legality, and conformance with Department policy and procedure taking into account the booking recommendation. Additionally, the watch commander or supervisor shall examine the reports for authenticity by ensuring that the reports do not contain any "canned" language, inconsistent information, or fail to articulate

the legal basis for the action, or any indication that the information in the reports is not authentic or correct. Subsequent to review, the watch commander or his/her designee shall indicate approval by signing (including serial number) the reports.

AMENDMENTS: This Order amends Sections 4/216.01 and 4/216.02 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Administrative Group, shall monitor compliance with this directive in accordance with Manual Section 0/080.30.

BERNARD C. PARKS
Chief of Police

DISTRIBUTION "A"